

U.S. Department of Housing and Urban Development

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OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Inspector Notice No. 2009-03

TO: All HUD Inspectors Certified in the use of the Uniform Physical Condition Standards (UPCS) Inspection Protocol

FROM: Robert L. Garrett
Inspector Administration

SUBJECT: UPCS Inspection Protocol
Inspecting Elevator Equipment Rooms

DATE ISSUED: November 16, 2009

EFFECTIVE DATE: January 4, 2010

This Inspector Notice advises all certified inspectors who conduct UPCS inspections of HUD assisted and insured properties of the requirements for the inspection of elevator equipment rooms. These requirements are applicable to elevator equipment rooms on all properties subject to UPCS inspections.

The REAC Compilation Bulletin will be updated to reflect process described in this Notice.

Inspection Process

Effective January 4, 2010, the following protocol is to be followed by all UPCS inspectors when inspecting HUD assisted and insured properties with elevators.

UPCS inspectors will not enter and inspect enclosed rooms, closets, or areas (hereafter "rooms") on HUD assisted and insured properties that house ONLY elevator equipment.

UPCS inspectors will: (1) enter and inspect rooms that house elevator equipment when the room also contains inspectable items not associated with elevators (for example water circulation pumps, compressors, and electrical panels for various building electrical systems such as timers or exhaust fans); and (2) enter rooms that house elevator equipment when the room provides the only access to another area that the inspector must inspect (for example, the roof or other common areas on the property).

Inspectors will record all health and safety deficiencies observed when inspecting the room or walking through the room to the roof or other common area.

In order for an inspector to gain access to the room and conduct the inspection, HUD insured and assisted properties are required to do one of the following:

- Have the elevator equipment located on a suitable balcony, gallery, or platform elevated and arranged so as to exclude unqualified persons, or have the elevator equipment located at an elevation of 8 feet or more above the floor; or
- Have the elevator equipment protected by suitable permanent, substantial partitions, fencing, or screens arranged so that only qualified¹ persons have access to that space; or
- Have a qualified person on site at the time of the inspection to grant access to the UPCS inspector; or
- Provide the UPCS inspector with a signed written waiver or variance from the governing authority that permits access to the enclosed room without a qualified person.

HUD has advised all assisted and insured properties of this protocol and the requirements that they must meet in order for inspections to be conducted.

To assist in the successful inspection of the properties at which an inspector must access elevator equipment room(s), all UPCS contractors and inspectors are to do the following.

1. During the call to schedule the inspection, remind the property that if there are any elevators the property must meet one of the four conditions in order to provide the required access during the inspection; and
2. In the correspondence confirming the scheduled inspection (email or otherwise), include the prescribed language provided by HUD regarding the requirement that the property meet one of the four conditions in order to grant access to all elevator equipment room(s); and
3. During the review of the certifications and other documents prior to the beginning of the inspection, confirm that one of the four conditions for granting access to the elevator equipment room has been met if the inspector must enter any such room during the inspection; and
4. Refer the property to the REAC Technical Assistance Center (TAC) if the property has questions at any time regarding the requirement to provide access.

¹ Qualified person means someone who has the skills and knowledge related to the construction and operation of electrical equipment and installation and has received safety training in the hazards involved. It is under the guidance and supervision of the qualified person that the UPCS inspector will enter the room and conduct the inspection or pass through the elevator equipment room.

When on site, if the inspector determines that he or she will not be able to gain access to an elevator equipment room, the inspector must do all of the following:

1. Immediately call the REAC TAC.
2. Tell the REAC TAC that the inspection is unsuccessful because the property did not meet one of the required conditions for granting access either to an elevator equipment room that houses other inspectable items or to an elevator equipment room that serves as a pass through to the roof or other common area.
3. Obtain a REAC TAC number and keep it in your records.
4. End the inspection.
5. Report the inspection as unsuccessful (RUU) in Scheduler.

For ALL properties with elevators, regardless of whether or not the inspector will be accessing the equipment room, the inspector will continue to do the following in accordance with the UPCS inspection protocol:

1. Review the elevator certificate(s) and record the applicable notation under the *Certificate* tab. For example, if the certificate is expired, the inspector would mark “No.”
2. Inspect the operation of the elevator(s) itself and record any deficiencies in “Building Systems.”
3. Record any observed health and safety violations related to the elevator(s) in “Health and Safety.”
4. If the door to the elevator room is not locked at the time of the inspection, record a health and safety deficiency in “Health and Safety” under inspectable item “Hazards,” inspectable defect “Other.” Include a comment stating “Door to the elevator room was not locked.”
5. Record any deficiencies observed that are associated with the elevator room door (such as missing hardware) in “Common Areas” under inspectable item “Closet/Utility/Mechanical.”

Should you have any questions about this notice, please contact the REAC TAC at 1-888-245-4860 or at reac_tac@hud.gov